

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 14-105  
1 SEPTEMBER 1997**

**AIR FORCE MATERIEL COMMAND  
Supplement 1  
21 JULY 1999**

***Intelligence***

**UNIT INTELLIGENCE MISSION AND  
RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication, unsupplemented, is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ ACC/INO (MSgt Beth A. Lail)  
HQ AFMC/IN (Ms. Lisa M. Mazur)

Certified by: HQ USAF/XOI  
(Maj Gen John P. Casciano)  
HQ AFMC/IN (Col James A. Myers)

Supersedes AFI 14-105, 1 July 1995.

Pages: 22  
Distribution: F

---

This instruction is to be used in conjunction with AFPD 14-1, *Air Force Intelligence Planning and Operations*, HQ directives, and local guidance. This publication does not address missions and responsibilities of Air Force Intelligence groups and squadrons which perform specialized intelligence functions.

(AFMC) This supplement should be used in conjunction with AFI 14-105 to guide intelligence operations and responsibilities in AFMC. In this supplement, wing/group (as identified in AFI 14-105) equates to center/lab research site. AFMC Intelligence organizations will substitute “center/lab research site” for all references to “wing/group” in AFI 14-105. The center/lab research site Director of Intelligence will adhere to the duties and responsibilities assigned to wing/group SIOs in AFI 14-105, in addition to the duties and responsibilities identified in the supplement. In this supplement, squadron (as identified in AFI 14-105) equates to program office. Program offices with embedded intelligence personnel will adhere to the duties and responsibilities assigned to squadron intelligence functions in AFI 14-105 in addition to the duties and responsibilities identified in this supplement.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**AFI 14-105, 1 September 1997, is supplemented as follows:**

## Chapter 1

### GENERAL

**1.1. Mission.** Provide intelligence training and participate in the planning and execution of Air Force operations. Through close, continuing interface, intelligence will ensure commanders, their staffs, combat crews and other customers are provided the best available information and materials to enhance readiness, facilitate planning, and execute assigned missions.

**1.1. (AFMC) Mission.** Integrate intelligence into and facilitate proper handling and protection of sensitive information in the research, development, test, acquisition, sustainment and support processes of AFMC. This includes: providing intelligence threat and foreign capabilities information; identifying and documenting intelligence support and infrastructure requirements for the entire weapon system lifecycle; providing services enabling the distribution and use of classified or sensitive information; and sustaining secure facilities and equipment for customer access to classified or sensitive information.

### 1.2. Responsibilities.

#### 1.2.1. MAJCOM Intelligence Responsibilities:

1.2.1.1. When applicable, determine responsibilities and roles of intermediate headquarters' intelligence organizations.

1.2.1.2. Ensure intelligence staff assistance visits are conducted.

1.2.1.3. Staff intelligence manpower issues and coordinate command intelligence assignments.

**1.2.1.3. (AFMC)** Provide functional oversight, guidance and coordination for intelligence manpower and personnel issues.

**1.2.1.3.1. (Added-AFMC)** Appoint a command functional manager to coordinate and oversee intelligence career field, manpower, and personnel actions.

**1.2.1.3.2. (Added-AFMC)** Establish intelligence civilian, active duty and reserve personnel management policy in coordination with AFMC DP.

**1.2.1.3.3. (Added-AFMC)** Prioritize intelligence resource requirements to maximize mission accomplishment within entitlements. Provide manpower allocation recommendations to HQ USAF/XOI, AFMC/DP, AFMC/XP, AFPC and AIA/RE.

1.2.1.4. Develop a minimum list of intelligence documents and products for their units and provide for supporting unit requirements for documents and products.

1.2.1.5. Coordinate intelligence exercise activities and requirements.

**1.2.1.5. (AFMC)** Coordinate intelligence exercise activities and requirements: Identify and task intelligence personnel/units to support 14NX and 1NXXX exercise and contingency requirements levied to AFMC.

1.2.1.6. Advocate fielding of automated intelligence systems and related training, connectivity, and maintenance of systems. Establish and coordinate system requirements with and among subordinate and gained organizations.

**1.2.1.6. (AFMC)** Provide Information Technology (IT) oversight and management for the AFMC intelligence community.

**1.2.1.6.1. (Added-AFMC)** Designate the Integration Management Officer and the Information Systems Security Manager.

**1.2.1.6.2. (Added-AFMC)** Establish IT policy for intelligence data handling systems.

**1.2.1.6.3. (Added-AFMC)** Execute architectural planning and implementation for intelligence data handling systems.

**1.2.1.6.4. (Added-AFMC)** Implement Mission Based Budgeting to facilitate resource requirement definition for IT systems/applications.

**1.2.1.6.5. (Added-AFMC)** Define IT transition strategies that are consistent with operational needs and implementation resources.

**1.2.1.6.6. (Added-AFMC)** Ensure IT assets comply with DoD and C4ISR operational and technical architectures.

**1.2.1.6.7. (Added-AFMC)** Establish the AFMC intelligence IT baseline and manage change.

**1.2.1.7.** Ensure mission planning materials (e.g., Global Geospatial Information and Services (GGI&S) and imagery) are available IAW AFI 14-205 (Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services) and theater publication/production policy.

**1.2.1.7. (AFMC)** Develop and execute the AFMC GI&S program to support Air Force integrated weapons system development.

**1.2.1.7.1. (Added-AFMC)** Monitor, collect, assess, revise, and validate GI&S functional and RDT&E requirements supporting Air Force weapon systems.

**1.2.1.7.2. (Added-AFMC)** Ensure functional GI&S requirements for all new and upgraded Air Force weapon systems are defined by the appropriate milestones per Chairman Joint Chiefs-of-Staff Instruction (CJCSI) 3901.01.

**1.2.1.7.3. (Added-AFMC)** Forward validated requirements for new GI&S products and additional coverage of standard NIMA products through the GI&S requirements process.

**1.2.1.7.4. (Added-AFMC)** Monitor GI&S technology and developments in government and industry for application to new Air Force systems.

**1.2.1.7.5. (Added-AFMC)** Review Air Force systems acquisition documentation to ensure GI&S assessments are properly documented at each developmental milestone as prescribed by AFI 10-601, *Mission Needs and Operational Requirements Guide and Products*, CJCSI 3901.01, *Global Geospatial Information and Services*, and DoD 5000.56, *Programming Unique Mapping, Charting, and Geodesy Requirements for Developing Systems*.

**1.2.1.7.6. (Added-AFMC)** Work with units to determine requirements for trained GI&S points of contact to provide local GI&S support, collect GI&S requirements and disseminate GI&S information in support of weapon system development.

**1.2.1.7.7. (Added-AFMC)** Work in conjunction with the HQ Air Force Research Laboratory to assess NIMA prototype products for applicability to future weapon systems.

**1.2.1.7.8. (Added-AFMC)** Serve as single AFMC focal point for resolving all GI&S problems related to system development.

1.2.1.8. Establish Production Request management policy and validate unit and force level intelligence requirements.

**1.2.1.8. (AFMC)** Establish policy for submitting *ad hoc* and Production Requirement (PR) requests using the Community On-Line Intelligence System for End-Users and Managers (COLISEUM).

**1.2.1.8.1. (Added-AFMC)** Review, approve, and prioritize AFMC production requirements to maximize intelligence value to AFMC weapon systems.

**1.2.1.8.2. (Added-AFMC)** Establish validation/re-validation criteria for *ad hoc*/PR submissions and maintain metrics on both *ad hoc* and PR timeliness.

**1.2.1.8.3. (Added-AFMC)** Establish and maintain a feedback system to ensure customer satisfaction with intelligence products.

**1.2.1.8.4. (Added-AFMC)** Serve as focal point for distribution of intelligence periodicals to DIs.

**1.2.1.8.5. (Added-AFMC)** Serve as advocate for DIs to resolve PR problems with Production Centers and higher headquarters.

1.2.1.9. Exercise overall management of SCI programs and that portion of the Special Security Office system under MAJCOM cognizance to include Tactical-Sensitive Compartmented Information Facility (T-SCIF) and Temporary Secure Working Area (TSWA) operations.

**1.2.1.9. (AFMC)** Serve as the MAJCOM Senior Intelligence Officer (SIO) with the SCI security management responsibilities of:

**1.2.1.9.1. (Added-AFMC)** Validating/approving: need-to-know for SCI access (personnel security); concept and need for establishing a SCIF, Tactical SCIF (T-SCIF), or Temporary Secure Working Area (TSWA) (physical security); need for SCI communications and ADP systems (communications/TEMPEST/AIS security).

**1.2.1.9.2. (Added-AFMC)** Approve MOAs/CUAs regarding SCI security management/support with other organizations as necessary.

**1.2.1.9.3. (Added-AFMC)** Approve CUAs for introducing Special Access Program (SAP) materials into the SCIF for storage and operations.

**1.2.1.9.4. (Added-AFMC)** Evaluate/coordinate requests for using the Defense Special Security Communications System (DSSCS) for SAPs.

**1.2.1.9.5. (Added-AFMC)** Process requests for waivers.

1.2.1.10. Establish internal and external intelligence training policy and guidance.

**1.2.1.10. (AFMC)** In addition, appoint a command training manager to consolidate and submit training requirements for HQ intelligence staff and unit intelligence functions.

1.2.1.11. Establish minimum training standards for all assigned intelligence personnel.

1.2.1.12. Provide support to the MAJCOM commander and staff through current operational intelligence and products.

**1.2.1.12. (AFMC)** Support HQ AFMC/CC and staff through current and relevant intelligence products, with emphasis on foreign weapon/new technology development, weapons system proliferation, terrorism, and infrastructure protect threats.

**1.2.1.12.1. (Added-AFMC)** Submit foreign military acquisition (FMA) requirements, intelligence production requirements (PRs), and *ad hocs* to support intelligence deficiencies.

**1.2.1.12.2. (Added-AFMC)** Provide Intelligence expertise to Command through participation in interdisciplinary Working Groups and review of regulations, instructions and plans.

**1.2.1.12.3. (Added-AFMC)** Provide intelligence support to HQ AFMC Anti-terrorism/Force Protection Working Group.

**1.2.1.12.4. (Added-AFMC)** Identify international threats to AFMC bases and infrastructure for vulnerability assessments.

1.2.1.13. Ensure comprehensive threat analysis support is provided in support of acquisition programs.

**1.2.1.13. (AFMC)** Ensure comprehensive threat analysis support is provided to project/program offices; act as advocate to ensure adequate production resources are dedicated to support integrated weapon system management.

**1.2.1.13.1. (Added-AFMC)** Ensure comprehensive threat analysis support throughout entire system life-cycle and ensure appropriate hand-off of responsibilities as system transitions between life-cycle phases (ie. Acquisition to Sustainment)

**1.2.1.13.2. (Added-AFMC)** Ensure support of weapon system development through oversight of DI participation in the Threat Steering Group (TSG) and Intelligence Support Plan (ISP) processes and coordination of AFMC TSG and ISP policy with higher headquarters.

1.2.1.14. Establish compliance criteria that give clear guidance on unit programs and their expected results.

**1.2.1.14. (AFMC)** Provide functional oversight, guidance, and coordination for intelligence inspection criteria for operational readiness inspections (ORIs) and unit compliance inspections (UCIs).

**1.2.1.14.1. (Added-AFMC)** Develop complete and realistic exercise scenarios for AFMC/IG to evaluate wartime readiness of AFMC units.

**1.2.1.14.2. (Added-AFMC)** Provide intelligence personnel to augment the AFMC/IG during ORIs and UCIs.

**1.2.1.14.3. (Added-AFMC)** Advise AFMC intelligence offices on transition strategies from peacetime acquisition support to crisis operations.

**1.2.1.14.4. (Added-AFMC)** Establish intelligence oversight policy, guidance and training requirements.

1.2.1.15. Provide policy and guidance pertaining to the overall management of assigned individual mobilization augmentees (IMAs) and serve as a focal point for all Intelligence Reserve IMAs actions.

1.2.1.16. Monitor unit Status of Readiness and Training (SORTS) and inform Air Staff Functional Manager of any problems the MAJCOM is unable to correct.

**1.2.1.17. (Added-AFMC)** Provide oversight and management of NFIP (GDIP, CCP), and TIARA funding and manpower execution.

**1.2.1.17.1. (Added-AFMC)** Adjust intelligence funding and manpower resource allocations to meet changing mission requirements.

**1.2.1.17.2. (Added-AFMC)** Plan and program for intelligence funds, manpower, automated intelligence systems, and training to support command-wide mission needs.

**1.2.2. Operations Support Squadron/Flight (OSS/OSF) Intelligence Responsibilities:** The OSS/OSF Senior Intelligence Officer (SIO) is the wing/group SIO. The wing/group SIO is responsible for the planning and execution of intelligence participation during all phases of operations. The wing/group SIO has the authority to and will:

**1.2.2. (AFMC)** Director of Intelligence Responsibilities. Unless otherwise directed by AFMC/IN, the Director of Intelligence (DI) is the center/lab research site Senior Intelligence Officer (SIO). The DI is responsible for the planning and execution of intelligence functions supporting all AFMC intelligence requirements; as the SIO, serve as the intelligence staff officer for the commander/director of each center/lab research site.

1.2.2.1. Plan, program, budget for, and manage all intelligence requirements for the unit.

1.2.2.1.1. Validate all subordinate unit intelligence resource requirements.

1.2.2.2. Oversee career progression and training for all intelligence personnel, including any assigned or attached Reserve IMAs within the wing/group on intelligence duties and responsibilities.

1.2.2.3. As functional manager, allocate, assign, and manage all intelligence personnel resources within the wing/group, to include exercise and/or contingency tasking.

**1.2.2.3. (AFMC)** This includes functional oversight of intelligence personnel assigned directly to laboratory directorates, program offices and any other AFMC entities at the center/lab research site location.

**1.2.2.3.1. (Added-AFMC)** The DI will coordinate on all civilian intelligence position requirements at the center/lab research site prior to submission to HQ AFMC or 88 ABW/CPF for processing.

1.2.2.4. Review every intelligence OPR/EPR and decoration produced within the wing/group before they go final to ensure they properly reflect the duties of the intelligence professional.

1.2.2.5. Coordinate on all wing/group policies affecting intelligence.

1.2.2.6. Designate personnel to participate in unit tactical deception planning IAW AFI 10-704, (Military Deception Program).

1.2.2.7. Support commanders and their staffs through current and relevant intelligence and products, focusing on enemy capabilities and ongoing threat situation in the unit's area of responsibility including support to air base operability/defense (as applicable), base agencies, tenant organizations, and transient units.

1.2.2.7.1. Analyze all incoming information for impact on the unit mission.

1.2.2.7.2. Rapidly disseminate significant and critical intelligence to battlestaff, aircrews, mission planning personnel, subordinate and lateral units, higher headquarters, and other appropriate agencies.

1.2.2.8. Monitor unit tasking and OPLANs/CONPLANs, and advise intelligence personnel of significant changes and their impact.

1.2.2.9. Ensure all unit plans are reviewed at least annually and write intelligence annexes to ensure all intelligence support and information requirements are identified.

1.2.2.10. Ensure adequate mobility and reception planning and preparedness for OSS/OSF intelligence activities and personnel, including those who will support operational squadrons/flights and any assigned or attached IMAs. Coordinate with operational squadron intelligence personnel to ensure intelligence support at deployed locations meets requirements and minimizes duplication of effort.

**NOTE:**

For the purpose of this instruction, reception includes activities directly related to making preparations for integrating additional units/personnel arriving as a result of mission tasking.

1.2.2.11. Establish and provide oversight of the wing/group internal and external intelligence training program.

1.2.2.12. Manage wing/group SCI security program, as applicable.

**1.2.2.12. (AFMC)** DI shall perform downward-delegated field level SIO responsibilities (as identified by HQ AFMC/IN):

**1.2.2.12.1. (Added-AFMC)** Approve/appoint in writing all primary/alternate SCI security officials (Special Security Officers (SSOs); Special Security Representatives (SSRs); Contractor Special Security Officers (CSSOs); TK Control Officer (TCO); GAMMA Control Officer (GCO); BRAVO Control Officer (BCO). Copies of this correspondence will be forwarded to HQ AFMC/INS for all field unit SCIFs under the DI's cognizance.

**1.2.2.12.2. (Added-AFMC)** Ensure proper protection, use, and dissemination of SCI material through enforcement of SCI security management rules and regulations.

**1.2.2.12.3. (Added-AFMC)** Maintain the integrity of the SCI control system and ensure SSO personnel aren't assigned/performing duties that conflict or interfere with SCI security management.

**1.2.2.12.4. (Added-AFMC)** Establish a memorandum of agreement (MOA) (as needed) with the supporting communications element to ensure SCI security support, timely communications support to the intelligence directorate, and privacy communications support.

**1.2.2.12.5. (Added-AFMC)** Approve/manage SCI security education/training program.

**1.2.2.12.6. (Added-AFMC)** Ensure sufficient qualified personnel, funds, and logistical support are provided for SCI operations. (Follows the AF “organize, train, equip” logic).

**1.2.2.12.7. (Added-AFMC)** Ensure all commanders direct local military law enforcement agencies to provide the SSO with derogatory or questionable behavior information on SCI-indoctrinated personnel.

**1.2.2.12.8. (Added-AFMC)** Keep the SSO informed of SCI security management issues, e.g. installation facilities utilization, information systems requirements, installation security, or installation resource protection.

**1.2.2.12.9. (Added-AFMC)** Designate SCI couriers for hand-carrying SCI outside the US. (\*NOTE: SSOs and CSSOs can designate/approve couriers within the CONUS; SIO may delegate authority to SSO for couriers traveling outside the CONUS.)

**1.2.2.12.10. (Added-AFMC)** Approve SOPs (as required) and EAPs.

**1.2.2.12.11. (Added-AFMC)** Staff all other SCI security management actions as needed through HQ AFMC/INS.

1.2.2.13. Actively solicit feedback from wing/group and subordinate commanders to improve intelligence support processes.

1.2.2.14. Solicit squadron intelligence feedback, where applicable. Establish an active visitation program to squadron intelligence work centers to ensure their concerns are being addressed.

1.2.2.15. Monitor the peacetime flying schedule and changes, as they occur, to ensure required intelligence is provided.

1.2.2.16. Manage wing/group Production Requirement (PR) and Request For Information (RFI) programs IAW Department of Defense Intelligence Production Program (DoDIPP) and MAJCOM/theater guidance, as appropriate.

**1.2.2.16. (AFMC)** Within AFMC, DI support to the Production Requirements process will also include: appointing a single POC for PR/RFI management; ensuring customer feedback is obtained; and prioritization of requirements. Guidance for this process is supplemented in the AFMC PR Handbook.

**1.2.2.16.1. (Added-AFMC)** Intelligence support should be provided at the earliest point possible in the acquisition cycle (ie. Pre-milestone 1 support to research and development, TPIPTs, ACTD development).

**1.2.2.16.2. (Added-AFMC)** DIs should review all MNSs and ORDs to determine intelligence sensitivity of new programs and work with Program Offices to insure identification of related Production Requirements.

1.2.2.17. Exhaust internal resources to accomplish intelligence support functions before forwarding requirements to outside agencies.

1.2.2.18. Provide intelligence for local and deployed security missions through coordination with local Security Police, Office of Special Investigations, Special Security Office personnel, and the wing/group/installation Force Protection Working Group.

1.2.2.19. Develop and implement an intelligence unit self-assessment program.



1.2.2.20. Standardize intelligence procedures and processes (briefings, situation displays, etc.) throughout the wing/group to the fullest extent possible.

1.2.2.21. Participate in unit certification boards, verification boards, Weapons and Tactics Boards, etc., as applicable.

**1.2.2.22. (Added-AFMC)** Manage intelligence Information Technology requirements.

**1.2.2.22.1. (Added-AFMC)** Designate the intelligence Integration Management Officer and the intelligence Information Systems Security Manager.

**1.2.2.22.2. (Added-AFMC)** Establish intelligence IT requirements.

**1.2.2.22.3. (Added-AFMC)** Participate in development of technical and systems architectures for intelligence.

**1.2.2.22.4. (Added-AFMC)** Maintain and report on intelligence IT.

**1.2.2.22.5. (Added-AFMC)** Enforce Site Information Management policies. AFMC GI&S requirements.

**1.2.2.23. (Added-AFMC)** Establishes GI&S point of contact to provide local GI&S support, collect GI&S requirements and disseminate GI&S information in support of weapon system development.

**1.2.3. Operational Squadron Intelligence Personnel Responsibilities.** Squadron intelligence will:

**1.2.3. (AFMC)** Program Office Intelligence Personnel Responsibilities: In this supplement, squadron (as identified in AFI 14-105) equates to program office. Program offices with embedded intelligence personnel will adhere to the duties and responsibilities assigned to squadron intelligence functions in AFI 14-105. Intelligence products provided to program offices may be different than those provided to operational flying squadrons. Threat assessments, participation on threat working groups, identifying production requirements, and providing Scientific and Technical intelligence are a few areas AFMC focuses on that are in addition to providing current intelligence and scenario inputs.

1.2.3.1. Provide intelligence to the squadron during all phases of operations. This includes, but is not limited to, current intelligence, scenario inputs, and mission planning.

**1.2.3.1. (AFMC)** Provide current and relevant intelligence and products, focusing on information impacting weapons system development. Identify intelligence operational requirements to intelligence systems developers and forums determining long range intelligence infrastructure requirements.

1.2.3.2. Coordinate intelligence requirements and issues through wing/group SIO, or next higher headquarters SIO if not subordinate to wing/group.

1.2.3.3. Participate in wing/group intelligence training programs.

1.2.3.4. Execute the internal and external intelligence training program within the squadron.

1.2.3.5. Monitor unit tasking for exercises, contingency plans, and operations. Advise wing/group SIO of significant changes to unit tasking for exercises, contingency plans, and operations.

1.2.3.6. Ensure mobility or reception preparedness of intelligence activities and personnel within the squadron/flight. Coordinate with wing/group SIO on deployed intelligence support requirements.

**1.2.3.7. (Added-AFMC)** Implement SCI security management procedures as necessary and as outlined in DoD S-5105.21-M-1, Chapter 1, Para F5b (“The SCI Administrative Security Manual”).

**1.2.3.7.1. (Added-AFMC)** Staff SCI security management actions through the center/lab research site SSO and HQ AFMC/IN as appropriate.

**1.2.3.7.2. (Added-AFMC)** Perform downward-delegated SCI security management actions as directed by HQ AFMC/IN.

## Chapter 2

### READINESS

**2.1. External Intelligence Training.** This recurring program will outline the items to be trained during the training cycle, training methods, documentation procedures, testing, and trend analysis procedures. This training is for unit operations, aircrew, ground teams and support personnel who do not hold intelligence AFSCs.

**2.1.1. Operations group commander (or equivalent) will:**

2.1.1.1. Develop and maintain written guidance to ensure compliance with the external intelligence training program.

**2.1.2. Wing/group SIO will.**

2.1.2.1. Build an effective training program with input from operational squadrons, weapons and tactics representatives, life support personnel, security police, OSI and survival instructors.

2.1.2.2. Establish the wing/group external intelligence training program tailored to the unit's mission, projected wartime tasking and/or weapon system and base/deployment location(s).

2.1.2.3. Ensure training items include, but are not limited to 1) Threat Knowledge (as it applies to both mission execution and air base defense) 2) Visual Recognition, 3) Evasion and Recovery, and 4) Collection and Reporting.

2.1.2.4. Develop specific threat knowledge and visual recognition training objectives tailored to the unit's mission, weapon system, base and forward operating locations.

2.1.2.5. Review training objectives for currency prior to the beginning of the training cycle.

2.1.2.6. Ensure MCM 3-1, Vol II, (Threat Reference Guide and Countertactics), is the primary reference for threat knowledge training and ensure this training is current with the latest edition.

2.1.2.7. Ensure procedures for conducting, documenting, testing, evaluating, monitoring and reporting external intelligence training are in place.

2.1.2.8. Ensure trend analysis is conducted following each training cycle and lessons learned are applied during succeeding cycles, as applicable.

2.1.2.9. Provide a written evaluation of the wing/group external training program to the Operations Group Commander or equivalent at the end of each training cycle.

2.1.2.10. Appoint an external intelligence training program manager to oversee program execution and to assist customers in monitoring external training requirements and accomplishments. Where assigned, the USAF Intelligence Weapons Instructor Course graduate will be the program manager.

2.1.2.11. Establish minimum qualifications for intelligence personnel to receive certification as external intelligence trainers. Ensure they are certified in areas on which they provide instruction prior to conducting training. Actively solicit customer feedback to ensure trainers meet program requirements.

2.1.2.12. Ensure assigned Combat Aircrew Training School/ HQ Air Mobility Warfare Center graduates are directly involved in external intelligence training program development and management.

2.1.2.13. Ensure training is documented using the Air Force Operations Resource Management System (AFORMS) or locally developed program.

2.1.2.14. Ensure assigned graduates of the SV-80-A (Combat Survival), or other recognized Evasion & Recovery (E&R) programs are directly involved in E&R training program development and conduct.

**2.1.3. Operational Squadron Intelligence personnel will:**

2.1.3.1. Provide input to and execute the wing/group external intelligence training program for assigned and attached personnel.

2.1.3.2. Provide written evaluation of their training program to the Squadron Commander and the OSS external intelligence training program manager.

**2.2. Internal Intelligence Training.** This is training for all unit personnel, including assigned or attached IMAs, with intelligence AFSCs.

**2.2. (AFMC) Internal Intelligence Training:**

**2.2.1. Wing/group SIO will:**

**2.2.1. (AFMC) DI will:**

2.2.1.1. Develop and implement a wing/group internal intelligence training program.

**2.2.1.1. (AFMC)** Training programs will include all 1NXXX, 14NX, and series 013X personnel assigned to the center/lab research site. Training programs will also include S&T personnel as required to support the intelligence function.

2.2.1.2. Ensure the program qualifies all intelligence personnel to perform their readiness and employment duties. All intelligence personnel in the wing/group will participate in the internal intelligence training program. Ensure personnel unable to attend scheduled program events receive make-up training on missed subjects.

**2.2.1.2. (AFMC)** Ensure the training program qualifies personnel for upgrade/qualification within the intelligence specialties and accomplishes Air Force directed core task training.

2.2.1.3. Ensure wing/group operating instructions and/or procedures are developed which outline how to conduct and document the internal intelligence training program, IAW this instruction, AFI 36-2201, (Developing, Managing and Conducting Training), the Career Field Education and Training Plan for the corresponding career field and MAJCOM directives, as applicable.

2.2.1.4. Appoint an internal intelligence training program manager to oversee program execution and to monitor individual training accomplishment.

2.2.1.5. Ensure the training program addresses unit mission and includes threat systems that affect execution of the unit mission, current intelligence, individually assigned peacetime and wartime tasks (mobilization, deployment, and employment) force protection and automated intelligence systems.

2.2.1.6. Ensure training program includes assigned unit weapon systems capabilities and limitations.

2.2.1.7. The training program should include SCI management and SCI security handling procedures (as applicable).

**2.2.1.7. (AFMC)** Ensure nominations for all SCI security management courses are submitted to HQ AFMC/INS for coordination and final approval for attendance.

2.2.1.8. Ensure the program trains intelligence augmentees for rapid integration into unit operations.

## **2.3. Intelligence Orientation Program.**

### **2.3.1. The wing/group SIO will:**

2.3.1.1. Ensure newly assigned individuals complete an orientation of the unit intelligence organization within 60 days of arrival on-station (NLT 180 days for USAFR/ANG units and assigned or attached IMAs).

2.3.1.2. As a minimum, all orientation programs will provide familiarization/training, as applicable, on:

2.3.1.2.1. MAJCOM/theater and intermediate command missions.

2.3.1.2.2. Unit weapon systems capabilities and missions.

2.3.1.2.3. Unit OPLAN/OPORD tasking and related specific intelligence requirements.

2.3.1.2.4. Unit aircrew verification/certification process.

2.3.1.2.5. Unit intelligence wartime and peacetime mission and organization.

2.3.1.2.6. Safety and security procedures applicable to unit intelligence activities.

2.3.1.2.7. Basics of functional area equipment (i.e. desktop computers and software programs, threat data equipment, e.g. CIS)

2.3.1.2.8. Job description and responsibilities.

2.3.1.2.9. Intelligence Oversight Program.

2.3.1.2.10. Recall Procedures.

2.3.1.2.11. Air Force and operating instructions.

2.3.1.2.12. Local area threats (terrorism, etc.)

2.3.1.3. Document individual completion of the orientation program (using individual OJT records when appropriate).

## **2.4. Formal Intelligence Training.** (ANG units will coordinate through ANG channels).

### **2.4.1. MAJCOMs will:**

2.4.1.1. Annually solicit intelligence units' formal training requirements for the subsequent year and coordinate requirements with appropriate agencies.

### **2.4.2. Wing/group SIO will:**

**2.4.2. (AFMC) DI will:**

2.4.2.1. Solicit and consolidate formal/special training requirements for all assigned and attached intelligence personnel.

**2.4.2.1. (AFMC)** Develop Individual Development Plans (IDPs) for all employees that include short-term courses (computer, quality, professional, intelligence etcÖ) and long-term training (continuing education, SOS, AWC). These plans should contain both requirements and completed goals.

**2.4.2.1.1. (Added-AFMC)** The IDP core training requirements will be based on the AFMC training templates for intelligence employees. Additional course requirements that are not included in the AFMC training templates may be added if the supervisor approves the requirement.

**2.4.2.1.2. (Added-AFMC)** IDPs will be developed and maintained in the employee's training file.

**2.4.2.2. (Added-AFMC)** Include AFSC upgrade and SCI required training courses in annual requirements identification for intelligence personnel assigned and attached to AFMC organizations at that location.

**2.4.2.3. (Added-AFMC)** Submit annual training requirements to AFMC training manager, including all required data (course #, level of requirement, justification and quotas required).

**2.5. Intelligence Oversight Program.** All intelligence elements will be familiar with and adhere to the provisions of DOD 5240.1-R, AFI 90-201 (Inspector General Activities), and AFI 14-104 (Conduct of Intelligence Activities).

**2.6. Mission Essential Ground Personnel (MEGP).** The Operations Group Commander, in conjunction with the wing/group SIO, will develop an MEGP program, IAW governing MAJCOM directives that ensures intelligence personnel are able to maximize MEGP status to gain an understanding of assigned weapon systems.

**2.7. Internal Management.**

2.7.1. Intelligence personnel will not be assigned additional duties that interfere with their contingency/wartime tasking(s) or intelligence responsibilities. Intelligence personnel will not be designated as augmentees for other base functions during wartime, contingencies, or exercises.

**2.7.2. The wing/group SIO will.**

2.7.2.1. Conduct periodic reviews of written guidance to ensure currency, accuracy, appropriateness, and applicability.

2.7.2.2. Ensure continuity books or other programs are developed and maintained for key functions.

2.7.2.3. Submit manpower status reports IAW MAJCOM functional manager requirements.

**2.7.3. Operational Squadron Intelligence Personnel will:**

2.7.3.1. Ensure continuity books or other programs are developed and maintained for key functions.

2.7.3.2. Participate in the development of wing/group intelligence guidance.

## **2.8. Management of Reference Files.**

### **2.8.1. Wing/group SIO will:**

2.8.1.1. Appoint a primary and alternate intelligence reference materials manager IAW MAJCOM requirements to manage intelligence documents, reference materials, and reading library.

2.8.1.2. Determine intelligence document requirements (to include mobility documents and references) for the wing/group and squadrons based on mission requirements. SIOs with geographically separated units (GSU) will monitor GSU requirements to ensure required documents are on hand.

2.8.1.3. Review and submit wing/group Statements of Intelligence Interest (SII) and supporting documentation through validation chain to the Command Dissemination Manager.

2.8.1.4. Maintain an intelligence dissemination program and reference library accessible to all personnel with an appropriate security clearance and valid need to know.

2.8.1.5. Ensure intelligence GGI&S requirements are identified IAW AFI 14-205, (Identifying Requirements for Obtaining and Using Cartographic and Geodetics Products and Services) and sufficient stocks are maintained for training and readiness, deployment and employment. Units must refer to theater guidance for additional GGI&S requirements prior to deployment.

2.8.1.6. Periodically publish and disseminate an accession list to squadrons incorporating all new incoming documents.

2.8.1.7. Organize intelligence library to permit timely retrieval of all documents and material required to support contingency tasking.

### **2.8.2. Operational squadron intelligence personnel (where applicable) will:**

2.8.2.1. Submit document requirements to wing/group SIO for consolidation and forwarding through validation chain.

2.8.2.2. Submit inputs to the wing/group SIO for inclusion in the wing/group SII. GSUs will follow MAJCOM guidance.

2.8.2.3. Manage intelligence documents, reference materials, and reading library in the operational squadron.

## **2.9. Foreign Disclosure Program.**

2.9.1. Policies and procedures for disclosing classified and unclassified military information to foreign nationals are contained in AFI 16-201, AF Handbook 16-202, (Disclosure Handbook) and DoD Directive 5230.11. All classified and unclassified military information must be reviewed and approved by a properly designated disclosure authority before release.

2.9.2. Information may be disclosed only when all the disclosure criteria and conditions as outlined in governing directives are satisfied. Contact MAJCOM Foreign Disclosure Office for guidance and approval.

**2.10. Individual Mobilization Augmentee (IMA) Training and Utilization.**

2.10.1. The wing/group SIO will ensure IMAs are trained and equipped to established command standards for the positions they will assume.

**2.11. Exercise Planning.****2.11.1. The wing/group SIO will.**

2.11.1.1. Develop intelligence scenarios for wing/group exercises that reflect unit mission tasking. Ensure scenarios facilitate a practical simulation of operational intelligence functions and include realistic mission area threats.

2.11.1.2. Appoint an experienced and qualified intelligence representative as a member of the wing/group exercise planning and evaluation team.



## Chapter 3

### DEPLOYMENT

#### 3.1. Mobility and Reception.

##### 3.1.1. The MAJCOM will:

- 3.1.1.1. Provide policy and guidance on mobility and reception issues.
- 3.1.1.2. Provide assistance in addressing contingency or exercise related manpower, equipment and communication requirements.
- 3.1.1.3. Provide oversight of intelligence unit type code (UTC) management and if appropriate, inform the Air Staff Functional Manager of any UTC-related problems.
- 3.1.1.4. Provide list of minimum requirements for mobility equipment.

##### 3.1.2. The wing/group SIO will:

- 3.1.2.1. Identify OSS/OSF intelligence personnel and equipment to support tasked UTCs. Act as the wing focal point for all intelligence AFSC requirements in tasked UTCs and any deployment orders, coordinating with mobility action agencies on the base.
- 3.1.2.2. Ensure unit personnel and assigned IMAs are fully qualified to fill mobility slots to include SCI eligibility requirements.
- 3.1.2.3. Ensure current written checklists or procedures are available for required support to mobility, reception, intelligence systems, communications architecture, T-SCIF requirements, and intelligence tasking(s).
- 3.1.2.4. Ensure mobility procedures satisfy time lines for packing and marshaling documents, materials, and equipment. Coordinate with deploying operational squadron personnel to deconflict intelligence deployment priorities, optimize personnel and equipment mix, and identify the planned intelligence structure and functions.

##### 3.1.3. Operational squadron intelligence personnel will:

- 3.1.3.1. Coordinate intelligence personnel and equipment support for tasked UTCs and any deployment orders with squadron staff and wing/group SIO.
- 3.1.3.2. Identify unfilled requirements and notify squadron staff and wing/group SIO.

#### 3.2. Cross Servicing During Deployment.

3.2.1. Civil Reserve Air Fleet (CRAF) Support: The CRAF is a Department of Defense and Department of Transportation program designed to augment Air Mobility Command organic mobility resources during times of crisis.

- 3.2.1.1. Upon activation of the CRAF, host units are responsible for providing support to CRAF assets.

3.2.1.2. CRAF crew access to information is based strictly on need-to-know considerations and verification of CRAF status. Verification will be confirmed with the flight release form, plus the company identification card and/or Geneva convention card.

3.2.1.3. The level of information disclosed is restricted to collateral SECRET and below. CRAF forces are not allowed to obtain hard or soft copy documentation.

### **3.3. Host Support to Transient Units.**

3.3.1. Wing/group SIO will provide intelligence support and related activities (mission briefing, targeting, mission planning, GGI&S support, etc.) to transient units, as required.

3.3.2. Transient intelligence personnel and/or aircrews will advise host of current and anticipated intelligence requirements and coordinate for assistance through appropriate channels.

**3.4. Operations Support Materials.** Wing/group SIOs will ensure all organization intelligence functions are equipped with the required GGI&S, imagery, and target material products to support briefings, training, mission planning, staff support, and employment operations.

**3.5. Host Base Support Responsibilities.** Host and deployed units will provide mutual intelligence support and related activities as required.

### **3.6. Briefing Support.**

#### **3.6.1. The wing/group SIO will:**

3.6.1.1. Ensure that intelligence briefings in support of mission objectives incorporate up-to-date intelligence tailored to the audience.

3.6.1.2. Ensure commanders and staff are provided a situation briefing as required.

3.6.1.3. Ensure intelligence personnel and augmentees are provided a situation briefing/update at shift changeover.

3.6.1.4. Ensure intelligence personnel provide briefing support IAW MAJCOM directives.

## Chapter 4

### EMPLOYMENT/SUSTAINMENT

#### 4.1. Mission Planning.

##### 4.1.1. The wing/group SIO will:

- 4.1.1.1. Ensure that intelligence personnel are capable of extracting data from the appropriate tasking document (e.g. Air Tasking Order, Airspace Coordination Order or Integrated Tasking Order, etc.) or other tasking that initiates the mission process and sets in motion the dynamic planning processes at the unit level.
- 4.1.1.2. Ensure intelligence personnel are trained and available to participate in the Mission Planning Cell (MPC). These personnel will participate IAW local directives in developing mission profiles, supplying material and information to execute missions, and satisfying tasking orders.
- 4.1.1.3. Ensure preplanned missions are updated to reflect the latest available intelligence information affecting the mission and are planned to minimize threat and enhance survivability.
- 4.1.1.4. Ensure quality control of intelligence mission folder data.
- 4.1.1.5. Designate personnel to participate in unit tactical deception planning.
- 4.1.1.6. Ensure intelligence personnel assigned to mission planning functions are trained on and understand their responsibilities concerning the Law of Armed Conflict (LOAC).

#### 4.2. Briefing Support.

##### 4.2.1. The SIO will:

- 4.2.1.1. Ensure that intelligence briefings in support of mission objectives incorporate up-to-date intelligence tailored to the audience.
- 4.2.1.2. Ensure commanders and staff are provided a situation briefing as required.
- 4.2.1.3. Ensure intelligence personnel and augmentees are provided a situation briefing/update at shift changeover.
- 4.2.1.4. Ensure intelligence personnel provide briefing support IAW MAJCOM directives.

#### 4.3. Debriefing and Reporting.

- 4.3.1. Aircrews will report perishable, critical information of intelligence value with an inflight report.
- 4.3.2. Intelligence personnel will debrief all missions, IAW MAJCOM/theater directives.
- 4.3.3. Wing/group procedures will include preparation for each debriefing prior to the combat crews' return to base including pre-entering mission information and inflight report data on appropriate forms.
- 4.3.4. Intelligence personnel will establish procedures to ensure all combat crews' are debriefed on perishable, critical information of intelligence value prior to all other debriefings.

4.3.5. Procedures will be developed to ensure critical debrief information is disseminated. All voice reports will be followed up with written documentation. SCI material may only be transmitted on SCI accredited equipment located in a SCIF.

4.3.6. Debriefed information must be reported IAW with tasking authority requirements. All reports will be quality controlled and submitted IAW OPLAN and/or theater guidance and procedures. In the event there is no OPLAN/theater guidance, US Message Text Format will be used for all reports.

4.3.7. In the absence of higher headquarters guidance, classification of debriefing information will be IAW attachment 1.

**4.4. Evasion and Recovery (E&R).** Wing/group SIO will develop an E&R training program in conjunction with operations, life support and Survival, Evasion, Resistance, and Escape, (SERE) personnel. Include as a minimum: Code of Conduct training; DD Form 1833, Isolated Personnel Reports (ISOPREP) maintenance and review; Evasion Plan of Action (EPA) preparation, E&R materials and theater combat recovery procedures.

4.4.1. Code of Conduct Continuation Training: All aircrew members will be trained on the Code of Conduct as an integral part of survival, evasion, resistance, escape and recovery principles and techniques IAW AFI 36-2209 (Survival and Code of Conduct Training), DOD Directive 1300.7, and other applicable directives.

4.4.2. ISOPREPs: Every person subject to participation in an employment mission must have two current, accurate, identical ISOPREP cards on file. Individuals with ISOPREPs will review them at least every six months. During employment operations, personnel will review ISOPREP upon deployment, prior to their first mission of the day, and as often as necessary thereafter.

4.4.2.1. When deploying to support contingencies, forward one of the two ISOPREPs to the deployed location, unless theater requirements dictate otherwise. If not received, the gaining organization will request the ISOPREPs from the losing unit.

4.4.2.2. Secure electronic transmission of ISOPREPs is authorized to meet short-notice requirements. Be prepared to forward hardcopy DD 1833 upon theater request.

4.4.2.3. The parent unit will maintain a legible copy of deployed personnel ISOPREPs.

4.4.3. EPA: Every person, crew, or team subject to participation in a combat mission must have and review an EPA applicable for that mission. Ensure personnel are familiar with theater combat recovery procedures as noted in the Special Instructions of the tasking order, to include use of authentication codes (word/letter/number of day), communications requirements, identification methods, and any particular points of interest.

4.4.3.1. Personnel participating in multiple missions within a 24-hour period need not reaccomplish an EPA if the objective area is the same and the crew or person considers the former EPA valid.

4.4.4. E&R Materials: Unit intelligence personnel will ensure sufficient quantities of applicable evasion kits are available, and positive control procedures established. Evasion charts are mandatory evasion kit items. Kits may include blood chits, pointee talkees, infrared lights, infrared reflective tape, barter items and button compass. Simulated E&R kits will be developed for exercises.

**4.5. Automated Intelligence Systems.** Intelligence personnel must use all available systems necessary to accomplish mission tasking. Systems must be accredited for the highest classification of the information to be processed.

4.5.1. Unit intelligence personnel will integrate available automated systems (i.e. CIS, CIS Automatic Associator, JDISS, etc.) into day-to-day operations and establish an ongoing, aggressive, training program.

4.5.2. Units will make maximum use of exercises to provide personnel additional familiarization with automated systems.

**4.6. Cross Servicing During Employment.** Some aircraft will recover from missions at other than home station. Host units will ensure that all aircraft recovering at their base receive intelligence support. Upon request, the SIO will designate intelligence personnel who will support the crew. Host unit intelligence will debrief the aircrews and submit the appropriate reports with a copy to the parent unit. If the crew is retasked, intelligence will provide a mission threat briefing and assist them with mission planning.

**4.7. Force Protection.** SIOs will develop, implement and execute a force protection support program as an integral part of the Wing/Base Installation Commander's Force Protection Program. SIO's program will identify which elements, both at home and/or deployed, require intelligence support to perform their force protection functions and tailor intelligence products to meet customer needs.

4.7.1. SIOs will appoint, in writing, an intelligence officer/NCO and establish formal procedures for coordinating anti-terrorism intelligence with the local Office of Special Investigations and Security Police, as appropriate. The unit anti-terrorism intelligence POC will be a member of the wing/group force protection working group.

JOHN P. JUMPER, Lt Gen, USAF  
Deputy Chief Of Staff

## Attachment 1

## SECURITY GUIDANCE FOR REPORTING MISSION RESULTS

## Security Guidance For Reporting Mission Results

This is minimum security guidance for reporting.

**If the report contains Which Reveal: Then the report will be a  
information on: minimum of:**

Sources requiring protection at Secret level	Units in vulnerable locations or involved in sensitive activities	SECRET
Information/coordinates on fleeting targets	Location, general description, size of force, direction or speed	UNCLASSIFIED
Stand-alone Basic Encyclopedia (BE) numbers		UNCLASSIFIED
Coordinates	Fixed, potential or actual targets or operating area	SECRET
Electronic activity	Effectiveness of fire, or other detailed descriptions of identified equipment*	SECRET
Electronic activity	RWR indications	SECRET/USONLY
US and Allied units	Deployment location, size, status, or equipment*	CONFIDENTIAL
	Combat losses, damage of friendly aircraft or other military sources*	CONFIDENTIAL
Enemy units	Association of target or BE numbers with target locations/names	SECRET
	Information on potential fixed targets	SECRET
	Exploitable enemy weakness	SECRET

\* This information could be exploited by the enemy to their tactical advantage.